Travel Office

Travel Authorization Process
Presented by Business Operations

Reviewed 02/28/2022

UHCL

The choice is clear.

UHCL Travel Office

The UHCL Travel Office is a part of Accounts Payable, a department in Business Operations.

Mission Statement

The Travel Office is committed to supporting the educational mission of the university through exceptional customer service to the university community, providing accurate reimbursement processing, and ensuring compliance with UHCL, UH System, and State of Texas guidelines.

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The choice is clear.

It always begins with a TEAM!

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The choice is clear.

Objectives

- Travel Authorization Process Overview
- Travel Authorization Form
- Travel Authorization Instructions
- Encumbering Funds on a Travel Purchase Order
- Travel Purchase Order Instructions
- Travel Expense Report
- FAQs
- Resources
- Contact Information

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The choice is clear.

The Travel Authorization Process

Effective for Travel

Sept. 1, 2020

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The choice is clear.

The Travel Authorization Process

- The process changed in an effort to expedite the travel reimbursement time.

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The choice is clear.

The Travel Authorization Process

- Travel Authorization (TA) forms are required prior to traveling to guarantee that UHCL has approved the travel.

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The choice is clear.

The Travel Authorization Process

- Departments are responsible for processing, encumbering and electronically storing the approved TAs.

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The choice is clear.

The Travel Authorization Process

- Encumbering the funds for travel ensures the availability of funds and coverage. Do not use state funds for travel.

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The choice is clear.

The Travel Authorization Process

- A department staff member must be designated as a "Buyer" with the role of "Creator" in PeopleSoft Finance
- Instructions to request PS access
- PS Security Access form

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The choice is clear.

The Travel Authorization Process

- Encumber funds on a Travel PO in Business Unit **TR759**

- Travel PO Instructions are available

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The Travel Authorization Process

- The only time the Travel Office will need a copy of the TA is when airfare purchase, hotel travel card, or car rental is needed.

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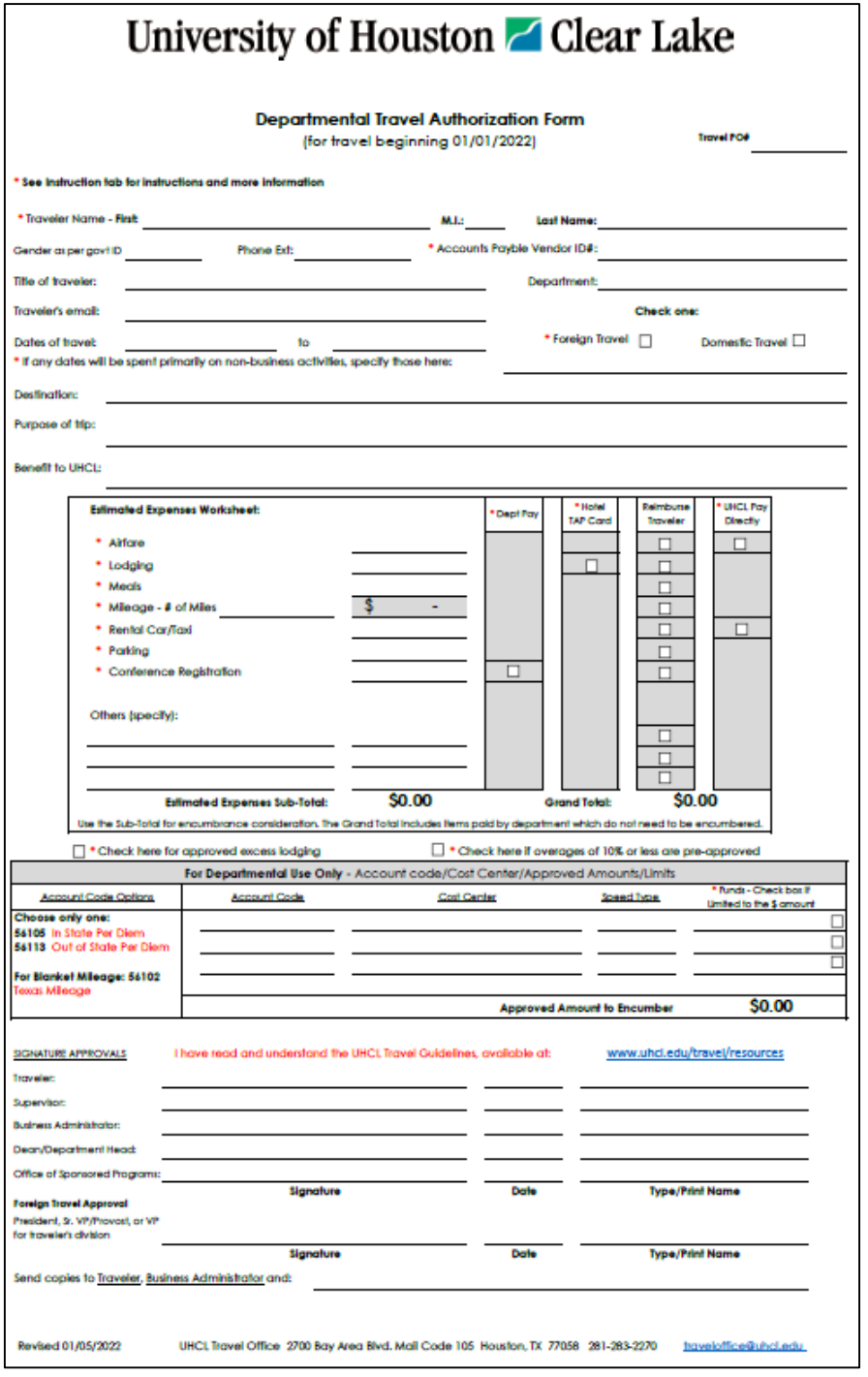
TA form

- The traveler or the traveler's department fills out the TA with the department filling out the "For Departmental Use Only" section.



University of Houston Clear Lake

Departmental Travel Authorization Form
(for travel beginning 01/01/2022)

Travel PO#

* See Instruction tab for instructions and more information

* Traveler Name - First: M.I.: Last Name:

Gender as per govt ID Phone Ext: * Accounts Payble Vendor ID#:

Title of Traveler: Department:

Traveler's email: Check one:

Dates of travel: to * Foreign Travel ☐ Domestic Travel ☐

* If any dates will be spent primarily on non-business activities, specify those here:

Destination:

Purpose of trip:

Benefit to UHCL:

Estimated Expenses Worksheet:		* Dept Pay	* Hotel TAP Card	Reimburse Traveler	* UHCL Pay Directly
* Airfare				☐	☐
* Lodging			☐	☐	
* Meals				☐	
* Mileage - # of Miles	$ -			☐	
* Rental Car/Taxi				☐	☐
* Parking				☐	
* Conference Registration		☐		☐	
Others (specify):					
				☐	
				☐	
Estimated Expenses Sub-Total:	$0.00		Grand Total:	☐	$0.00

Use the Sub-Total for encumbrance consideration. The Grand Total includes items paid by department which do not need to be encumbered.

☐ * Check here for approved excess lodging ☐ * Check here if overages of 10% or less are pre-approved

For Departmental Use Only - Account code/Cost Center/Approved Amounts/Limits

Account Code Options	Account Code	Cost Center	Speed Type	* Funds - Check box if limited to the $ amount
Choose only one: **56105** In State Per Diem **56113** Out of State Per Diem				☐
				☐
For Blanket Mileage: 56102 Texas Mileage				☐
			Approved Amount to Encumber	$0.00

SIGNATURE APPROVALS — I have read and understand the UHCL Travel Guidelines, available at: www.uhcl.edu/travel/resources

	Signature	Date	Type/Print Name
Traveler:			
Supervisor:			
Business Administrator:			
Dean/Department Head:			
Office of Sponsored Programs:			

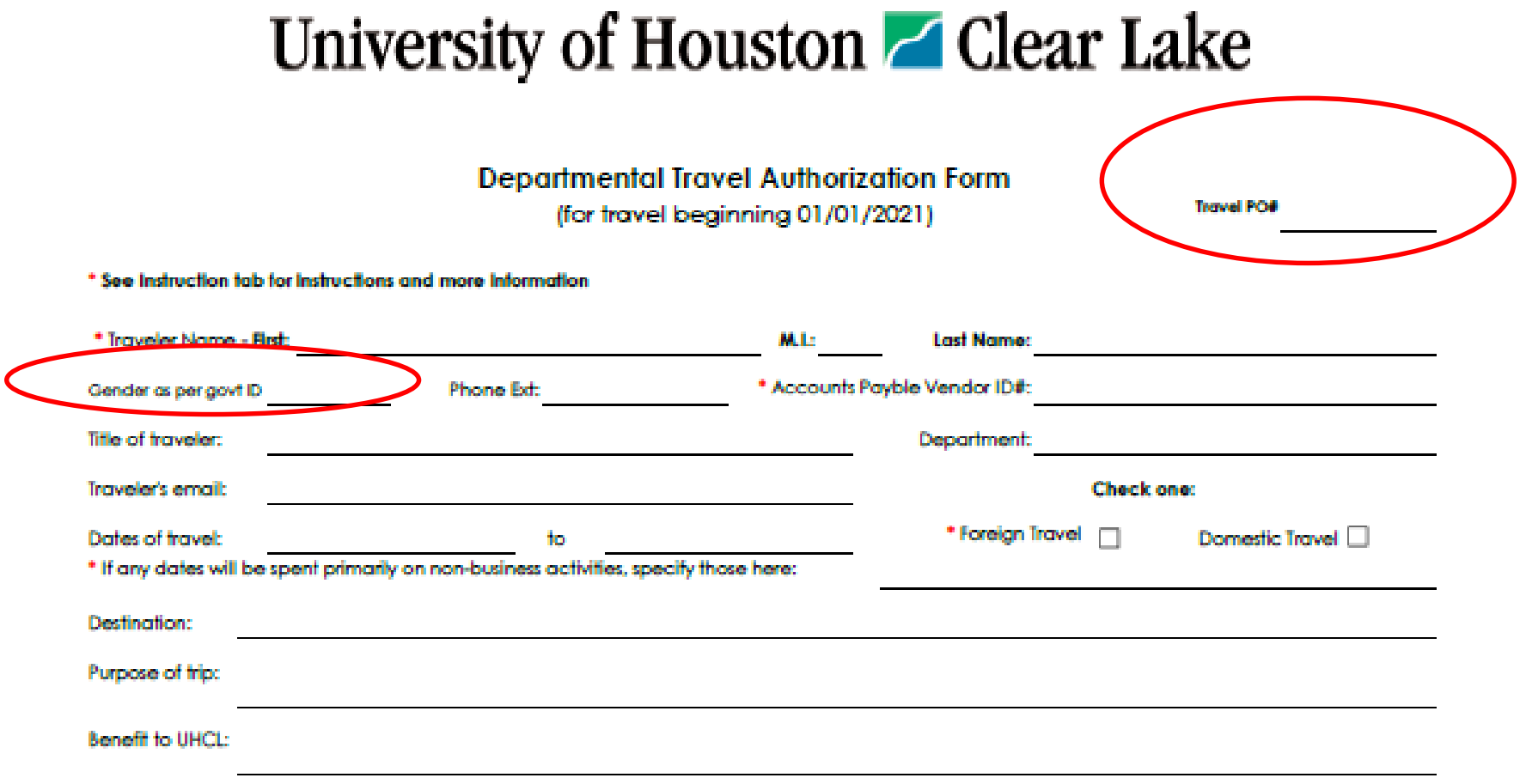
Foreign Travel Approval
President, Sr. VP/Provost, or VP for traveler's division

Signature	Date	Type/Print Name

Send copies to Traveler, Business Administrator and:

Revised 01/05/2022 UHCL Travel Office 2700 Bay Area Blvd. Mail Code 105 Houston, TX 77058 281-283-2270 travelofficc@uhcl.edu

TA Form Tips



University of Houston Clear Lake

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Gender as per govt ID Phone Ext: * Accounts Payble Vendor ID#:

Title of traveler: Department:

Traveler's email: Check one:

Dates of travel: to * Foreign Travel Domestic Travel

* If any dates will be spent primarily on non-business activities, specify those here:

Destination:

Purpose of trip:

Benefit to UHCL:

TA Form Tips cont.

Estimated Expenses Worksheet:

		* Dept Pay	* Hotel TAP Card	Reimburse Traveler	* UHCL Pay Directly
* Airfare				☐	☐
* Lodging			☐	☐	
* Meals				☐	
* Mileage - # of Miles _____	$ -			☐	
* Rental Car/Taxi				☐	☐
* Parking				☐	
* Conference Registration		☐		☐	
Others (specify):					
_____				☐	
_____				☐	
_____				☐	
Estimated Expenses Sub-Total:	**$0.00**		**Grand Total:**	**$0.00**	

Use the Sub-Total for encumbrance consideration. The Grand Total includes items paid by department which do not need to be encumbered.

☐ * Check here for approved excess lodging

☐ * Check here if overages of 10% or less are pre-approved

TA Form Tips cont.

For Departmental Use Only - Account code/Cost Center/Approved Amounts/Limits				
Account Code Options	Account Code	Cost Center	Speed Type	* Funds - Check box if Limited to the $ amount
Choose only one: 56105 In State Per Diem 56113 Out of State Per Diem For Blanket Mileage: 56102 Texas Mileage				☐ ☐ ☐
			Approved Amount to Encumber	$0.00

- The department enters an account code, cost center, speed type, dollar amount approved.
- Do not enter more than one account code; encumber the full amount on one account code. Travel will split it out accordingly when processing the reimbursement.
- If the Department is limiting the funds for travel to the dollar amount entered, the check box should be checked.

TA Form Tips cont.

SIGNATURE APPROVALS I have read and understand the UHCL Travel Guidelines, available at: www.uhcl.edu/travel/resources

Traveler:			
Supervisor:			
Business Administrator:			
Dean/Department Head:			
Office of Sponsored Programs:			
	Signature	**Date**	**Type/Print Name**

Foreign Travel Approval

President, Sr. VP/Provost, or VP for traveler's division			
	Signature	**Date**	**Type/Print Name**

Send copies to Traveler, Business Administrator and: _____

Detailed Changes in Process:

1) The department enters the Account Code on the TA form (Travel used to do this).
2) The CBA/DBA signature on the TA is optional as their official approval will be in PS Finance when they approve and dispatch the Travel PO.
3) The department encumbers the funds for the travel and uploads the approved TA and supporting documents to the Travel PO in PS Finance.
4) The department sends a copy of the Travel PO to the traveler when they send the approved TA copy.
5) The only instances where the department will send the approved TA to the Travel Office is when any of the following requests are made:
    a. Airfare purchase (itinerary must be included);
    b. Car reservation and/or direct pay;
    c. Hotel TAP card;
    d. Foreign Travel assistance (information regarding required documents); or
    e. Any other special request.
5) To be clear, the Travel Office will not encumber when any of the above requests are made, they only handle the specific requests.

In Summary – Responsible Parties

Traveler/Department	Travel Office
Completes TA	
Acquires Approval Signatures	
Encumbers funds on Travel PO (choose designee and a backup)	
Stores TA within department	
Contacts Travel Office if Airfare, Car Rental, Hotel TAP card, or other assistance is needed.	If requested: Purchases Airfare/Car Rental Issues Hotel TAP card
Submits Expense Report within 60 days to the Travel Office with Travel PO # and supporting documentation included	Audits Expense Report
	Reimburses Traveler

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Q & A

Q. What if someone travels without having an approved TA on file with their department?

A. This process has not changed.

Traveling without an approved TA on file will require the Head of Department send a memo/email to the Associate VP Business Operations explaining why Travel Guidelines were not followed and how the Department plans to prevent this from occurring in the future.

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Q & A cont.

Q. Does this new TA process affect submitting an expense report for approved travel?

A. Not much. The Travel PO # instead of the T # must be added to the expense report.

Q. What if the department enters an incorrect account code on the TA? Will it affect reimbursement?

A. No

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Q & A cont.

Q. What happens if the department forgets to change the Business Unit to TR759 when encumbering the funds?

A. The Travel Office will have to cancel the PO and the department will have to create the Travel PO using TR759.

*Tip – Travel PO #s will be lower in sequence than regular PO #s.

Example: Travel PO # 0000000905
Reg. PO # 0000044505

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Q & A cont.

Q. Will the traveler/department still need to submit supporting documents with the expense report if supporting documents were uploaded to the Travel PO in PeopleSoft?

A. Yes, as actual expenses may vary from the estimates.

Q. Do I need to enter more than one account code on the TA?

A. No

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The choice is clear.

Q & A cont.

Q. What amount on the TA is to be encumbered?

A. Use the "Approved Amount to Encumber" from the TA.

Q. If the department encumbers the funds on a Travel PO, but the traveler spends less than the encumbered funds, how will the excess funds be released back into the cost center?

A. The Travel Office will release funds as soon as all expenses have been paid.

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The choice is clear.

Questions?

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The choice is clear.

Online Resources

PeopleSoft Security Access Form & Instructions

Texas State Travel Policy

Travel Authorization Form

Travel Authorization FAQs

Travel Authorization Instructions

Travel Expense Report

Travel Office Guidelines

Travel Purchase Order Instructions

UHCL Travel Office

UH SAM 03.A.03 - Business Travel

UH System Account Listing

UH System Food & Entertainment Related Account-Fund Restrictions

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The choice is clear.

Contact Information

- UHCL Travel Office Website

- Accounts Payable Staff:
  - Melissa Hernandez, Accounting Technician
  - Norma Villanueva, Accounting Technician
  - Christy Dunnahoe, Accounting Technician
  - Leanne Howell, Accounting Specialist
  - Rosie Pineda, Director Accounts Payable

- Email: TravelOffice@uhcl.edu

- Phone: 281-283-2270

Kindly direct all questions to the above email account and phone number.

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